



C-47 1/06

Office of Human Resources

For OHR Use Only

Requisition # _____

C47 Tracking # _____

PERSONNEL TRANSACTION REQUEST

(See Instructions on Reverse)

I. GENERAL INFORMATION

Bureau/Office (Specify MRS Div. or ESA Region)				Dept. Code		Supervisor Name		Supervisor Code (i.e., 6401MGRA02)	
Current Incumbent or New Appointee						Employee (or Applicant) I.D. Number		Social Security Number	
HRMN Position Title (i.e., Secretary –E)				Grade (i.e., 7-E8)		Position Code			Effective Date
Index	PCA	%	Bargaining Unit Code		Pay Schedule		Hourly Rate		TKU Number
County			Location Address (Street Address, City, State, Zip Code)						

II. ACTION REQUESTED**ACTION:**

Approval to fill vacancy

Previous Incumbent

Demotion

Establish Position

Lateral Job Change

Multiple Position

New Hire

Promotion

Recall

Reclassification

Re-Hire

OTHER ACTION:

Special Step Increase: Old Rate: _____ New Rate: _____

Subclass Codes: _____

Extension of Limited Term Position:

From: _____ To: _____

Other: (i.e., work site change) _____

POSITION TYPE:

Perm/Indefinite

Limited Term

Job Share

Student Assistant

Perm/Intermittent

Non-Career

Perm/Part-Time

Seasonal

HR USE ONLY:

Drug Test

HRMN Sanctions

ICHAT

HRMN History

WORKING OUT OF CLASS

From Classification: _____ Position Code: _____

To Classification: _____ Position Code: _____

Beginning Date: _____ Ending Date: _____ Bi-Weekly Lump Sum

III. COMMENTS**IV. APPROVALS**

	Initials	Date
Bureau/Office		
Finance		
Director's Ofc.		
OHR Director		
OHR Spl.		

Instructions for Completing C-47 Form

Section I – General Information

Complete this section for every action. If using more than one index code and/or PCA, list them in the Comments box (Section III) or on a separate sheet of paper. Most of the information needed to complete this section can be found on the position inventory for your bureau.

Section II – Action Requested

Complete this section as appropriate for each action being requested. More than one box may be checked in Section II. However, you cannot combine an appointment request with a request to fill a vacancy or establish a position.

- Approval to Fill Vacancy – Check this box when you have an already existing vacancy to be filled or backfilled.
- Demotion – Check this box when an employee is being moved to a position at a lower classification level that is not in the same classification series.
- Establish Position – Check this box when requesting to establish and fill a new position.
- Lateral Job Change – Check this box when a classified employee is being moved to a different position in the same classification or to a different classification at the same level (either from within the department or from another department).
- Multiple Position – Check this box when hiring an employee to an additional position. The employee will already be in an original position. (Example: Board members who serve concurrently on two or more boards or commissions).
- New Hire – Check this box when a selection process has been completed and an individual from outside state government is being hired into state service.
- Promotion – Check this box when a selection process has been completed and an employee is being promoted into a different classified position at a higher level.
- Recall – Check this box when a classified employee is being recalled to a classified position.
- Reclassification – Check this box when a classified employee's classification or grade is being changed based on gradual growth and accretion of higher level duties.
- Re-Hire – Check this box when a selection process has been completed and an individual previously employed by the State of Michigan is being rehired into state service.
- Working Out of Class – Check this box if an employee has been assigned to work out of class. Section I should reflect the position information for the position in which they are working out of class, not the employee's own position. Check correct box to indicate whether employee elects to receive payment bi-weekly or in a lump sum at the end of the assignment.

Section III – Comments

Include any comments necessary to explain the action. Additional comments or justification may be attached as needed.

Section IV – Approvals

The Bureau/Office Director or a designee should initial and date the form in the appropriate space.

The C-47 should then be sent to OHR for further processing.